



**COLORADO SPRINGS
AIRPORT**

**MINUTES
Airport Advisory Commission
Wednesday, November 28, 2018
3:00PM – 5:00PM
Colorado Springs Airport, Conference Room B**

COMMISSIONERS PRESENT: John Maier – Chairman
Bill Nichols – Vice Chairman
Andi Biancur - Commissioner
Hal Ellis – Commissioner
Aaron Wood – Commissioner
David L. Couch – Commissioner

COMMISSIONER ABSENT: Chic Myers – Commissioner

**NON-VOTING
MEMBERS PRESENT:** Councilor Andy Pico – City Council Representative
Councilor Yolanda Avila – City Council Representative
Tamara Hunziker – Alternate Commissioner
County Commissioner Stan VanderWerf – Liaison Commissioner

**NON-VOTING
MEMBERS ABSENT:** County Commissioner Peggy Littleton – Liaison Commissioner

CITY STAFF PRESENT: Greg Phillips – Director of Aviation
Michael Gendill – Legal Advisor
Ivette Rentas – Customer Relations Coordinator
Jennifer Harwig – Corporate Outreach Specialist
Kevin Keith – Aviation Planner
Radhika Jablonski – Accounting Supervisor
Stephen Hughes – Analyst
Josh Stone – Air Service Development Manager
Steven Gaeta – Airport Design & Construction Manager
Brett Miller – Assistant Director of Aviation
Troy Stover – Assistant Director of Aviation

GUESTS PRESENT: Alex McKean – RS&H
Michelle Ruehl – Peterson Air Force Pilot
Bob Sedlacek – Paradies
Dave Elliott – Meadow Lake Airport
Wayne Heilman – The Gazette

I. **MEETING CALLED TO ORDER at 3:01PM NOVEMBER 28, 2018 by CHAIRMAN MAIER**

II. **APPROVAL OF THE OCTOBER 24, 2018 MINUTES**

Vice Chairman Nichols moved to approve the October 24, 2018 meeting minutes. Commissioner Ellis seconded.

Discussion: None

Vote: **Approved: (Unanimous).**

III. **INTRODUCTION OF GUESTS**

IV. **COMMUNICATIONS**

- None

V. **PUBLIC COMMENT**

- None

VI. **NEW BUSINESS AND REPORT ITEMS**

A. Land Use Review – Kevin Keith

Airport staff presented and discussed thirteen (13) Land Use Items. Seven (7) items were in the City and six (6) in the County.

Commissioner Biancur moved to approve Land Use Items #1 through 4 and #6 through 13. Vice Chairman Nichols seconded.

VOTE: APPROVED (Unanimous).

Commissioner Ellis made a motion to reconsider Land Use Item #1 regarding the lighting for the sign on the Kum & Go convenience store planned for development at the intersection of Airport Road and Troy Hill Road. Commissioner Nichols seconded.

VOTE: APPROVED (Unanimous).

Discussion: Commissioner Ellis reiterated his concern about the monument sign lighting proposed in Land Use Item #1. Commissioner Ellis participated in a telephone conference between Airport Staff and representatives of the developer. He recommended consulting a qualified lighting engineer. Until engineering comments are received, Commissioner Ellis stated he could not support a recommendation to approve Land Use Item #1.

Commissioner Ellis made a motion to disapprove Land Use Item #1. No second made.

VOTE: MOTION FAILED FOR LACK OF A SECOND

Commissioner Ellis made a motion to approve Land Use Item #1. Commissioner Wood seconded.

Discussion: Commissioner Biancur suggested the sign be modified by installing an awning that would provide a 3 degree sight line cover from 1,000 feet.

Kevin Keith stated that the developer had agreed to add a 2 degree shroud on the monument signage. A rendering of the proposed sign was provided to the Commissioners.

Commissioner Biancur made a motion to recommend approval of Land Use Item #1 provided that Airport coordinate with the Federal Aviation Administration (FAA) and/or a qualified lighting engineer prior to making a recommendation on installation of the proposed monument signage. Vice Chairman Nichols seconded.

VOTE: APPROVED (Unanimous).

Chairman Maier clarified that the motion, as passed, recommended approval of Land Use Item #1. However, the motion recommended obtaining additional engineering information prior to finalizing a recommendation on the whether or not to “permit” the monument sign as currently designed.

Chairman Maier made a motion to accept Land Use Item #5. Commissioner Wood seconded.

Discussion: Chairman Maier commented that Land Use Item #5 contained 6 separate elements for the Commission to consider. He questioned whether future submissions could be broken apart and presented as separate agenda items. Kevin Keith explained that would not be feasible given the Buck Slip process currently in use.

VOTE: APPROVED (Unanimous).

B. Director’s Airport Business Report

- PFC 20, 21, and 22 – Stephen Hughes
 - Stephen Hughes presented a summary of the projects included in previous Passenger Facility Charge (PFC) Program 20, 21, and 22 submissions. Stephen is currently working on compiling PFC 23. Airport committed to briefing the AAC on PFC 23 prior to submission to City Council.
- Airport/Airfield Construction Report – Steven Gaeta reviewed the Airport/Airfield report.
- Airline Data Analysis Report – Josh Stone presented the Airline Data Report.
 - Greg Phillips reported that SkyWest Airlines will be adding an additional Salt Lake City seasonal flight during the summer of 2019.
- COS Financial Report – Radhika Jablonski reviewed the financial reports. Vice Chairman Nichols will coordinate with Tom Roisum to determine if future improvements could be incorporated into the reporting format.
- Airport Business Development Report – Greg Phillips/Troy Stover
 - Construction at the Fed Ex site is proceeding normally.
 - Construction at the WWII Museum has begun. A ground breaking ceremony was held on November 7th. Several WWII veterans attended.
 - Construction at the Sierra Nevada facility on the West Side of the Airport continues.
 - The Airport continues to work with the US Forest Service to finalize a 2019 lease for a Fire Fighting Tanker Support Base.
 - Commissioner Wood announced that the Jet Center and Airport staff will be meeting in the near future to discuss a potential new business opportunity for the Airport.
 - Mayor Suthers will host a “Hot Chocolate with the Mayor” event at 5:30am on Saturday, December 22nd, at the Colorado Springs Airport.
 - The Airport has several holiday music performances scheduled to take place on the concourse throughout the month of December.

VII. OTHER BUSINESS

A. Proposed Commission 2019 Meeting Schedule

- Commissioner Ellis made a motion to accept the 2019 AAC Meeting Schedule as submitted by the Commission. Vice Chairman Nichols seconded.

VOTE: APPROVED (Unanimous).

B. Lease notifications for three on Airport properties were received by the Commission.

- Discussion: None (No action required by the Commission)

VIII. COMMISSION MEMBER’S COMMENTS

- Commissioner Biancur shared that City Council has requested the Airport Advisory Commission continue working to define an area of influence (AOI) for the Airport. The Commission will work with

the Airport Director and staff to define the boundaries of the area. Once defined, a draft ordinance will be submitted to City Council for their consideration. Councilor Pico commented that any draft ordinance would need to be coordinated with other stakeholders.

- Vice Chairman Nichols mentioned planning for the Pikes Peak Regional Air Show has started. The Air Show is scheduled for September 22, 2019.

IX. **CHAIRMAN'S COMMENTS**

- On October 23rd, the City Code was amendment to provide additional opportunities for Alternate Members of Council appointed Boards and Commissions to contribute more fully with their respective organizations. Legal advisor Michael Gendill is reviewing a draft revision to the AAC Ordinance (14.1.XXX) which may implement these changes for the AAC.
- Commissioner Biancur will continue to be the Commission point of contact for all matters related to the development of the Colorado Springs Airport Area of Influence (AOI) overlay.
- The Chairman and Vice Chairman plan to meet with Airport Staff to discuss a proposed response to the recently disseminated draft Joint Land Use Study (JLUS) report.
- Airport Advisory Commission members and alternates are scheduled to receive annual Ethics Training at the January 2019, AAC meeting.
- City Council administrative staff will solicit volunteers to fill a vacancy on the AAC. The vacancy must be posted publicly for 60 days.
- After consultation with the Commission's legal advisor, Michael Gendill and the Airport Director, an Executive Session of the AAC is planned on December 19th, at 2:00pm in the Airport Conference Room B. The Public Session of the AAC is scheduled to reconvene at 3:00pm.

The next meeting date is Wednesday, December 19, 2018

X. **ADJOURN**

Commissioner Biancur moved to adjourn, Vice Chairman Nichols seconded.

Discussion: None

VOTE: APPROVED: (Unanimous).

The meeting adjourned at 4:57PM.